

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

FISCAL RECORDS SPECIALIST

POSITION: Fiscal Records Specialist

REPORTS TO: Supervisor of Accounting, Auditing, and Procurement

LOCATION: Department of Fiscal Services

NATURE OF WORK:

Under the general direction of the Supervisor of Accounting, performs a variety of accounts receivable tasks, applies accepted policies and/or procedures to the preparation and maintenance of funds due to the School System. Acts as the point of contact for the contracted temporary staffing billing process, to include collection, reconciliation, and submission for payment. Also performs various duties relating to the management and security of inventory and fiscal records. Works independently and performs all duties under minimal supervision.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to flex working hours
- Knowledge of electronic document storage
- Knowledge of contracted temporary staff processing
- Knowledge of school system clerical processes
- Ability to do light lifting for purposes of filing and related duties
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- Possess thorough working knowledge of office equipment and technology, including demonstrated intermediate knowledge of Microsoft Excel, Word, PowerPoint, and Google applications

DUTIES AND RESPONSIBILITIES:

- Point of contact for all items associated with preparing, reconciling, and submitting for payment the invoice for our contracted temporary staff
- Prepares reports and/or analysis required by auditors in the areas of accounts receivable, contracted temporary staff costs, bank deposits, and inventory
- Implements fixed asset inventory and reporting procedures, including physical inventories and updating records

- Performs batch verification, internal control functions duties for the Accounts Payable unit
- Oversees document disposal for the department
- Works closely with the Supervisor of Accounting for receivables aging past 90 days
- Prepares documents for scanning
- Scans and files all fiscal services documents into an electronic document storage system
- Maintains an invoice book and updates procedures relating to the cash receipting process
- Prepares, mails, and tracks invoices as requested/needed
- Collects cash, and checks and prepares all receipts for deposit utilizing the system's accounting software
- Researches unknown payments for proper coding
- Prepares disposal reports for surplus equipment
- Conducts annual physical inventory inspection and assist with all required year end reporting
- Develops and maintains Standard Operating Procedures (SOPs) for assigned responsibilities
- Performs processes to create new vendors in the accounting software used by the School System
- Continuously updates vendor database to include W9 collection, addresses, points of contact, etc.
- Posts surplus equipment for sale utilizing the system's current vendor
- Provides training to school and office staff on scanning/record retention processes
- Develops financial estimates and analysis in support of facility use activities
- Supports the management of the facility usage software as the primary point of contact
- Supports the management of the fiscal elements supporting facility usage activities
- Acts as a help desk for questions regarding facility usage activity financial procedures
- Reviews facility use applications for compliance with policy and procedures
- Verifies correct account coding for curriculum related school bus travel and collects fees
- Assists with phone coverage for the department
- Submits maintenance work orders for the department
- Reconciles the contracted temporary staffing invoices
- Verifies charges and forecasts funding availability for contracted temporary staff via purchase orders
- Monitors purchase order status for contracted temporary staff to include proper coding, and funding availability
- Monitors compliance with policies and regulations related to records retention and inventory
- Works with the Administrative Assistant in collecting and distributing mail for the department
- Orders office supplies for the Fiscal Services and Human Resource Departments
- Prepares requisitions for the Fiscal Services and Human Resource Departments
- Greets guests and assists with providing directions to visitors
- Assists accountant with year-end fixed asset and inventory reporting
- Participates in seminars or other in-service activities to enhance knowledge of laws, policies, and regulations, and provides practices for fiscal compliance and general school operations
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High School Degree or GED
- Associates degree OR three (3) years of professional accounting or bookkeeping experience
- Pursuant to the Federal Fair Credit Reporting Act and the Maryland Department of Labor and Licensing, a credit report or credit history for purpose of consideration of employment with St. Mary's County Public Schools will be required in this fiduciary position

Preferred:

- Major in accounting or business
- Knowledge of eFinance software

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 25.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated: 07.2024, 5.2025

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

FISCAL RECORDS SPECIALIST - ACCOUNTS PAYABLE

POSITION: Fiscal Records Specialist - Accounts Payable

REPORTS TO: Supervisor of Accounting and Auditing

LOCATION: Division of Fiscal Services

NATURE OF WORK:

Under the general direction of the Supervisor of Accounting and Auditing, provides business operational assistance to include maintaining accounting records, reviewing contractual payment obligations, prepare financial and statistical reports, and support the coordination of all school district expenditures and applicable financial reporting. Performs a variety of accounts payable tasks on behalf of schools and departments in compliance with established policies and regulations, in addition to ensuring annual Federal reporting requirements are met. Works independently and performs all duties under minimal supervision.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to flex working hours
- Possess knowledge of electronic document storage
- Possess knowledge of contracted temporary staff processing
- Possess knowledge of school system clerical processes
- Ability to do light lifting for purposes of filing and related duties
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- Possess knowledge of the Federal Internal Revenue Service 1099 compilation and reporting requirements
- Ability to prepare reports and/or analysis required by auditors in the area of accounts payable
- Willingness and capability to work beyond the normal workday as needed to meet deadlines and attend or participate in occasional meetings
- Ability to perform light lifting for purposes of filing and related duties
- Ability to perform other duties, including a multitude of internal fiscal, policy, and procedural review special projects as assigned

- Possess thorough working knowledge of office equipment, and technology, including demonstrated intermediate knowledge of Microsoft Excel, Word, PowerPoint, and Google Applications

DUTIES AND RESPONSIBILITIES:

- Receives invoices from vendors and review to determine distribution to applicable school or department for appropriate approval
- Maintains detailed tracking log of invoices received and monitor outstanding invoices for payment
- Conducts cost analysis of purchases
- Analyzes invoices for conformance with the issued purchase orders and contractual obligations
- Reviews expense reimbursement reports for appropriate documentation prior to payment
- Reviews invoices for conformity with Board purchasing policy and regulations
- Assists in streamlining and improving the accounts payable process to enhance the efficiency of the high-volume accounts payable function
- Prepares payment batches accurately and timely, handling high volumes effectively
- Prepares and distributes Accounts Payable (A/P) checks and Automated Clearing House (ACH) payments
- Verifies vendor accounts by reconciling monthly statements and related transactions
- Charges expenses to accounts and applicable school or department by analyzing invoice/expense reports
- Ensures the accuracy and completes documentation of the school districts organization's financial documents for payment and audit purposes
- Prioritizes invoice payment processing in order to take advantage of cash discounts, to avoid interest and/or penalties, and to adhere to agreed-upon payment terms/plans
- Corresponds with vendors and responds to payment status inquiries. Researches aged invoices received from vendor and reviews vendor history in accounts payable system to see if previously paid and if not paid, then forwards those invoices to appropriate department manager for review and approval
- Retrieves field trip invoices from Versa trans, organize and submit to appropriate school/department for approval and account verification
- Tracks all trips in Excel and sends out payment reminders to schools to repay SMCPs for field trips sponsored by the SAF
- Ensures postage machine always has available funds. Tracks the postage machine to make sure appropriate funds are sufficient on the Purchase Order to allow us to add funds to the postage machine as needed
- Performs the 1099 year-end filing, ensuring Federal reporting compliance and mails to individuals
- Researches discrepancies received from the IRS regarding 1099 payments; reports findings to the IRS
- Voids and replaces checks or vouchers as needed after researching each to determine reason for return or not cashed, performing a re-issue once all information has been verified
- Tracks and manages outstanding accounts payable checks to support the bank reconciliation and works to clear them timely
- Creates, manages, and troubleshoots accounts payable import templates in eFinance to support process efficiencies in Blueprint financial reporting requirements by school
- Creates and maintains a real-time Accounts Payable Aging Report for the Department of Maintenance, maintaining the spreadsheet daily to ensure timely payment of invoices
- Maintains accurate and organized records of accounts payable transactions.
- Communicates effectively with vendors, suppliers, and internal stakeholders

- Researches payments for proper coding
- Develops and maintains Standard Operating Procedures (SOPs) for accounts payable
- Supports the management of the eFinance accounts payable software
- Scans, imports, and indexes documents into Docstar program.
- Facilitates training sessions with current staff on Accounts Payable functions
- Verifies correct account coding for prior to invoice payment
- Assists with phone coverage for the department
- Provides support in the monitoring of purchase order status
- Works with the Administrative Assistant in collecting and distributing mail for the department
- Greets guests and assists with providing directions to visitors
- Assists accounting staff with the compilation of audit documentation;
- Participates in seminars or other in-service activities to enhance knowledge of laws, policies, regulations, and provides practices for fiscal compliance and general school operations
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required

- High School degree or GED
- Associate degree OR three (3) years of professional accounting or bookkeeping experience
- Pursuant to the Federal Fair Credit Reporting Act and the Maryland Department of Labor and Licensing, a credit report or credit history for purpose of consideration of employment with St. Mary's County Public Schools will be required in this fiduciary position.

Preferred:

- Associate degree in accounting or business
- Knowledge of e-finance software

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven- hour employees – Range 25.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 11.27.2024, 5.2025

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

FISCAL RECORDS SPECIALIST - ACCOUNTS RECEIVABLE AND GRANTS

POSITION: Fiscal Records Specialist - Accounts Receivable and Grants

REPORTS TO: Supervisor of Accounting and Auditing and Coordinator of Fiscal Support

LOCATION: Department of Fiscal Services

NATURE OF WORK:

Under the general direction of the Coordinator of Fiscal Support and the Supervisor of Accounting, provides business operational assistance in support of the School District's Special Education programs to include maintaining accounting records, compiling contracts, and supporting the coordination of grant-funded expenditures and applicable financial reporting. Performs a variety of debt collection and accounts receivable tasks on behalf of schools and departments. Works independently and performs all duties under minimal supervision.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to flex working hours
- Ability to do light lifting for purposes of filing and related duties
- Possess knowledge of Federal and State requirements in grant development, monitoring and fiscal compliance
- Knowledge of electronic document storage a plus
- Knowledge of contracted temporary staff processing
- Knowledge of school system clerical work
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- Possess thorough working knowledge of office equipment, and technology, including demonstrated intermediate knowledge of Microsoft Excel, Word, PowerPoint, and Google Applications

DUTIES AND RESPONSIBILITIES:

- Compiles financial information to support the Special Education grant development, monitoring, and fiscal compliance under both Federal and State regulations;

- Prepares reports and/or analysis required by auditors in the areas of accounts receivable and bank deposits
- Supports the development and implementation of school district-wide debt collection guidelines
- Provides fiscal support and accountability for braided funds and ensure the appropriate documentation is in place
- Prepares grant evaluation information for the Maryland State Department of Education (MSDE) and other agencies
- Maintains an invoice book and updates procedures relating to the cash receipting process
- Prepares documents for scanning
- Scans and files all fiscal services documents into an electronic document storage system
- Monitors and analyzes expenditures to ensure compliance with requirements and deadlines
- Prepares invoices for reimbursement of expenditures
- Supports the coordination of all debt collection for the school district
- Prepares, mails, and tracks invoices as requested/needed
- Collects cash and checks, and prepares all receipts for deposit, utilizing the system's accounting software
- Researches unknown payments for proper coding
- Supports the preparation of both State and Local budgets, interim and final State financial progress reports
- Supports the preparation of grant related reports and subsequent filing to the Maryland State Department of Education's secure server system
- Provides fiscal support and accountability for Special Education purchases and the coordination of services, supplies, and instructional materials
- Monitors expenditures to ensure compliance with State, Local, and Federal purchasing policies and laws and grant requirements
- Enters Special Education purchasing requisitions, tracks the status of contracts and purchases, monitors and reviews invoices
- Works closely with the Supervisor of Accounting and Auditing for receivables aging past 90 days
- Develops and maintains Standard Operating Procedures (SOPs) for special education as well as for debt collection
- Assists with the use of My School Bucks training and usage facilitation for debt collection measures
- Assists with onboarding of debt collector contractor for escalating debt collection
- Maintains familiarity with debt collection laws
- Develops financial estimates and analysis in support of facility use activities
- Supports the management of the facility usage software, in collaboration with the Department of Supporting Services
- Supports the management of the fiscal elements supporting facility usage activities
- Acts as a help desk for questions regarding facility usage activity financial procedures
- Reviews facility use applications for compliance with policy and procedures
- Verifies correct account coding for curriculum-related school bus travel and collects fees
- Assists with phone coverage for the department
- Creates a spreadsheet and monitors cost to budget of all contracted Special Education professional services and applicable funding source
- Supports the Director of Special Education and Coordinator of Fiscal Support in monitoring and ensuring grant filing deadlines are met
- Prepares all Special Education services purchasing contracts for execution by the Procurement Coordinator
- Reconciles the contracted Special Education invoices

- Verifies charges and forecasts funding availability for contracted temporary staff via purchase orders
- Monitors purchase order status for contracted temporary staff to include proper coding, and funding availability
- Works with the Administrative Assistant in collecting and distributing mail for the department
- Orders office supplies for the Fiscal Services and Human Resource Departments
- Prepares requisitions for the Special Education, and Fiscal Services Departments
- Greets guests and assists with providing directions to visitors
- Assists accountant with year-end fixed asset and inventory reporting
- Participates in seminars or other in-service activities to enhance knowledge of laws, policies, regulations, and provides practices for fiscal compliance and general school operations
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High School Degree or GED
- Associate degree OR three (3) years of professional accounting or bookkeeping experience
- Pursuant to the Federal Fair Credit Reporting Act and the Maryland Department of Labor and Licensing, a credit report or credit history for the purpose of consideration of employment with St. Mary's County Public Schools will be required in this fiduciary position.

Preferred:

- Major in accounting or business
- Knowledge of eFinance software
- Two (2) years of professional accounting or bookkeeping experience within a school system

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 25.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 5.2025